

# Modification of Employment Terms

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of a modification to the terms of your employment with [Company Name]. This modification will take effect on [Effective Date].

Below are the details of the changes:

- **Position:** [New Position Title]
- **Salary:** [New Salary]
- **Hours:** [New Working Hours]
- **Other Terms:** [Any Other Changes]

We believe these modifications will better align with both your goals and the objectives of our company.

Please sign and return a copy of this letter to acknowledge your acceptance of these modifications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

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[Employee's Name] - Signature

Date: \_\_\_\_\_